



Risk Quick Tips

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'08 RMWCP Discount Savings

Congratulations to those of you who saved money on your entity's workers compensation premium by participating in the RMWCP FY'08 discount program. This year RMWCP will be returning \$735,369.65 in discount dollars to state entities and another \$294,470.00 in RMWCP dividend dollars. WSI has returned significant premium dividend credits to qualified policyholders since 2005. To date, the RMWCP has received total premium dividend credits of \$3,063,016. This policy period, the RMWCP received a premium dividend of \$988,812.57 from WSI. Pending an actuarial review, this dividend amount, may also be returned to state entities based on percent of 2007 net actual premium paid. Premium billing statements will be mailed to state entity's the week of October 27th.

NotiFind Training

NotiFind Training will be held November 4 & 5, 2008 at 9:00am to 12:00pm or 1:30pm to 4:30pm both days.

The training is being held at the Bank of North Dakota, 1200 Memorial Highway, Bismarck, ND in the 2nd floor training room. The four classes available are limited to 20 participants per training session.

Registration is required for NotiFind training.

Please contact Dawn Moen at 701-328-7584 or dmmoen@nd.gov with the following information:

Date:

Time:

Your Agency:

If you will be carrying a cell phone provide the number for testing purposes.

Snow & Ice Removal

This is the time of year to review, update, and communicate your facility's policies and procedures on snow and ice removal to employees charged with those duties.

Awareness is a key to effective and safe snow and ice removal procedures at your facility. Every employee has the *duty* and is *encouraged* to report all unsafe areas that need to be cleared of snow and ice. Prompt reporting will promote safety and may prevent injuries or accidents from occurring.

Facilities responsible for their own snow and ice removal procedures should develop written policies and procedures customized for effective snow and ice removal on the facility's grounds.

Key personnel should be involved from preparation through implementation. They must know what they are to accomplish, and the appropriate equipment to use.

Training and loss control are important parts of planning and preparing for the winter season. The time for training is *before* the winter season. Organizational procedures and jurisdictions should be reviewed prior to the first snow to ensure that everyone knows his/her responsibilities.

Veteran employees must be brought up-to-date on developments and reminded of safety and preventative maintenance responsibilities. New employees should be trained on how to operate the snow removal equipment. Such training should be documented and retained according to the facility's retention schedule.

Remember conditions may be so unusual or unexpected that a departure from the facility's policies and procedures should be authorized. For that reason, it is important to include Risk Management's Policies and Procedures Disclosure/Disclaimer Statement as part of the policy. This will allow or authorize deviations or changes to the policy when necessary. The Disclosure Statement can be found on page 4.1-2 of the Risk Management Manual.



The following video productions will no longer be available on the Risk Management Online Training Management System as of November 1, 2008.

"On the Road: The Lighter Side of Lifting"
"Stretching Out at Work"
"Principles of Office Ergonomics"
"BSP Control Your Exposure"



Look for new videos and PowerPoint's in November.

Multiple Roles in Contract Preparation

When preparing a contract, you may need to seek input from several entities, specifically the entity that has the authority to answer and is the subject matter expert of your question(s). The chart below provides a general outline of the entities that play primary roles in contract preparation. **Please contact the appropriate entity and use its resources** to ensure your entity's contracts are legal and in the best interest of the State.



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